

## RECREATION PROGRAMMER II

**GENERAL STATEMENT OF DUTIES:** This is a technical and professional position within the Parks and Recreation Offices of the Community Services Department. This position implements, evaluates, and oversees educational, health and wellness, sports, recreational, and after-school and summer programming as well as developing new events. The position writes grants, develops, implements, evaluates, and oversees budgets, contracts for educational, health and wellness, sports, recreational, and after-school and summer programs. Responsible for overseeing, maintaining, and coordinating the reserved use and daily operation of related facilities such as the school classrooms, gyms, public park facilities, and the senior center. Monitors operations and recruits, trains, and supervises staff and volunteers.

**SUPERVISION RECEIVED:** Work is performed under the Director of Community Services or designee.

**SUPERVISION EXERCISED:** Supervision is exercised over subordinate personnel.

**ESSENTIAL JOB FUNCTIONS:** *An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Work cooperatively with the director of community services, recreation supervisor, and other city leaders and community stakeholders, including but not limited to school districts, in service and support of boards and commissions, staff, and others to establish priorities, develop plans and goals, coordinate activities and implement projects. May serve as lead person on projects and committees.
2. If recreation programmer II is assigned to the TEAM 21 Program, the position will commonly be referred to as **after-school and summer program director**. The following essential job functions for the after-school and summer program are inclusive of the following:
  - Collaborate with and is the primary liaison between the City and participating school districts, their superintendents' offices, and principals.
  - Develop, plan, organize, schedule, and supervise a wide variety of educational and academic programs within diverse school systems. Programs will include after-school and summer programming.
  - Create and maintain a system of reporting, interpreting, and publicizing activities and programs to the State of Michigan, school districts, staff as required.
  - Work with school administration, Director, staff, program participants, and the public to effectively meet needs and develop solutions.
  - Work with school districts, the State of Michigan, Director, and community to identify needs and preferences, and recommends the number and kinds of educational and academic programs to be offered.

- Identify employee development and training needs and ensure training is obtained in a timely manner. Confirm department staff has required certifications and licenses and that current licenses are on file with the City.
  - Manage the needs, requirements, and policies and protocols of multiple agencies and facilities.
  - Lead a staff that works at multiple locations and has varying shifts and methods of program delivery.
3. Develop, plan, organize, schedule, and supervise a wide variety of recreational programs for community members and others which includes, youth recreation and leisure programs, adult programs, senior citizen programs, after-school programs, day camp, athletics, aquatics, cultural arts, enrichment classes, and special events.
  4. Assess operations, staffing levels, facilities, and equipment, and make recommendations for improvement. Monitor operational costs and make recommendations for increasing efficiency. Assist in the recruitment, hiring, and developing and promotion of staff, including volunteers, in coordination with Human Resources.
  5. Coordinate activities by scheduling work assignments setting priorities and directing the work of subordinate employees; evaluate and verify employee performance through the review and audit of completed work. Provide timely coaching and performance evaluations for subordinate employees and issues disciplinary actions and accommodations as appropriate. Ensure proper labor relations and conditions of employment are maintained.
  6. Create and maintain a system of reporting, interpreting, and publicizing activities and programs to regulatory agencies, staff, program participants, and area residents as required. Prepare materials, maintains records and compiles evaluations and reports.
  7. Responsible for tracking and compiling payroll data for employees and submitting that information to Payroll on a regular basis.
  8. Assist in the preparation of department budget development and administration related to educational and recreational programming, ensuring that activities are completed according to established budgetary and purchasing policies and procedures. Prepare and present annual budget requests to varied audiences and administer budget under the management's guidance.
  9. Research, recommend, implement, and train staff on new software programs and upgrades to existing programs and technologies. Complete cost-benefit analysis as appropriate.
  10. Answer resident and community partner inquiries and responds to complaints regarding procedures, policies and programs. Work with Director, recreation supervisor, staff, program participants, and the public to effectively meet needs and develop solutions.
  11. Work collaboratively with community to identify needs and preferences and recommend the number and kinds of educational, health and wellness, sports, recreational, and after-school and summer programs to be offered. Assist with or coordinates the planning and organization of programs, including special community events.

12. Visit and observe events in progress to evaluate program content and employee performance.
13. Work collaboratively with appropriate service departments, community partners, such as school districts, and the City Attorney's Office to develop bid specifications and contract and confer with department head for award. Oversee contracts and contractors and monitor vendor performance to ensure compliance with city contracts as assigned.
14. Maintain inventory of supplies and equipment. Places orders and makes purchases according to established procedures and within budgetary guidelines.
15. Keep abreast of new developments, current issues, and strategies through continued education and professional growth. Attend training conferences and participate in other opportunities to stay current in the field. Regularly recommend process and program improvement.
16. See and secures alternative funding sources such as grants, partnership agreements and sponsorships.
17. Attend staff meetings and other meetings as required.
18. Perform related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES:** *The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

- A. Bachelor's degree, or equivalent, in education, social services, public administration, recreation or leisure services, or a related field.
- B. Three or more years in education, social services, or recreational programming, with at least two years of supervisory or administrative experience.
- C. Michigan Vehicle Operator's License.
- D. May be required to hold certain certifications such as Certified Parks and Recreation Professional, First Aid, and/or CPR.
- E. The following knowledge, skills, and abilities for the after-school and summer program are in inclusive of the following:
  - Demonstrated ability to think and act strategically; skilled in problem solving. Ability to learn, understand, and work within diverse public schools, City operations and processes.
  - Thorough knowledge of the modern principles, methods, materials, techniques, and practices used in conducting after-school and summer programs, including day care licensing.
  - Knowledge and experience of the federal 21<sup>st</sup> Century Program Guidelines and related State of Michigan Grant.

- F. Thorough knowledge of the modern principles, methods, materials, techniques, and practices used in conducting recreational programming and after-school and summer programs.
- G. Knowledge of applicable local, state and federal laws, rules and regulations.
- H. Knowledge of the professional public management techniques involved in budgeting, personnel administration, labor relations, public relations, and project management.
- I. Demonstrated ability to think and act strategically; skilled in problem solving. Ability to learn, understand, and work within diverse public schools, City operations and processes.
- J. Knowledge of professional principals and techniques of marketing and advertising, purchasing, personnel management, and contract administration.
- K. Knowledge of the safety issues and precautions relating to the provision of recreation programs and sporting leagues.
- L. Skill in developing, coordinating, and evaluating a broad range of education, recreation, and special event programming for diverse age groups.
- M. Skill in planning, organizing, scheduling, directing and coordinating associated resources and activities. Skill in maintaining a comprehensive record keeping system, compiling statistics, generating reports, and developing programming recommendations.
- N. Skill in maintaining a comprehensive record keeping system, compiling statistics, generating reports and developing programming recommendations.
- O. Demonstrate ability to gather and analyze data and possess an understanding of quantitative and qualitative analysis. Demonstrate ability to prepare accurate and timely reports, memoranda, letters, and responses to requests for information. Ability to communicate and present information effectively; both in verbal and written manner to varied audiences.
- P. Able to establish effective and cooperative working relationships and use tact, good judgment, and resourcefulness when working with supervisors, staff, volunteers, program participants, contractors, vendors, schools, governmental agencies, other organizations, and the public. Maintain favorable public relations.
- Q. Demonstrated proficiency in the use of information technology, including software applications related to areas of responsibility, and has the ability to quickly learn other technology as necessary.
- R. Able to work as a team member, follow established procedures, and carry out duties with minimal supervision. Possess self-supervising attributes and a positive, congenial attitude.
- S. Knowledge of supervisory techniques and employees policies and procedures. Able to effectively train others and assign, coordinate and evaluate the work of staff.
- T. Able to work effectively within deadlines, under stress, and with changing work priorities.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** *The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

While performing the duties of this job, the employee is regularly required to communicate with others in person or by phone and view written documents. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. In the course of a typical day the employee is required to sit, stand and/or walk. The employee frequently is required to be mobile in an office setting and outdoors and use manual dexterity to type or enter data and write. They employee may occasionally be required to transport and lift equipment and supplies of light to moderate weight.

The employee works in an office setting some of the time but travels to other locations regularly to work in diverse settings including outdoor weather conditions. The noise level in the work environment is usually quiet in the office and can range to moderate or loud while at program sites. Must be able to drive in inclement weather.

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